

Promotional Position Update

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to announce your promotion to [New Position Title], effective [Effective Date]. Your hard work and dedication to [Company/Department Name] have not gone unnoticed, and we believe this new role will further utilize your skills and capabilities.

In your new position, your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We are excited to see how you will thrive in this new role and contribute to our team's success. Please feel free to reach out to your manager or HR for any questions or guidance regarding this transition.

Congratulations once again on your well-deserved promotion!

Sincerely,

[Your Name]

[Your Position]

[Company Name]